



USAID | TAJIKISTAN

SOLICITATION NUMBER: 16/2021
ISSUANCE DATE: April 16, 2021
CLOSING DATE/TIME: May 6, 2021

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC)
USAID Project Management Specialist (Tuberculosis), FSN-11, USAID/Tajikistan,
Dushanbe

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

Michael Teske
USAID/Central Asia
Contracting Officer

ATTACHMENT TO SOLICITATION NO. 16/2021

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 16/2021
- 2. ISSUANCE DATE:** April 16, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 6, 2021 (6 p.m. Dushanbe Time)
- 4. POSITION TITLE:** USAID Project Management Specialist (Tuberculosis), FSN-11
- 5. MARKET VALUE:** \$ 34,447 – \$ 48,227 per annum equivalent to FSN-11
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Tajikistan.
Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
- 7. PLACE OF PERFORMANCE:** USAID/Tajikistan, Dushanbe
- 8. SECURITY LEVEL REQUIRED:** FSN SBU
- 9. STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

The USAID Project Management Specialist (Tuberculosis) provides technical expertise in the implementation of programs/projects/activities designed to increase the detection, prevention, and treatment of TB in line with overall USG TB strategy and host country TB National Strategic Plan. The work includes serving as a technical expert and activity manager for USAID supported programs, providing technical assistance to the appropriate host-country Ministry in the development of host-country policies, and the design and management of in-country programs/projects/activities, reflecting best practices in TB prevention and treatment. The Specialist works with the host government and other technical partners to ensure a well-coordinated approach to the TB control program, and ensures information flows on best practices related to improving TB detection, prevention, and treatment in order to inform decision making by USAID and the USG.

The Specialist works in a complex and rapidly evolving country context. The position requires regular contact and collaboration with counterparts and technical members in the host government, the private sector, other donor organizations, and international organizations, and with other USG entities at all technical levels. The Specialist exercises extensive judgment in planning and carrying out tasks to resolve problems and conflicts, and implementing steps necessary to meet deadlines. The Specialist serves as an Activity Manager with responsibility for activity in the US\$10-50M range.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Program/Project/Activity Management (35% of time)

The USAID Project Management Specialist (TB) serves as a technical expert, with full responsibility for technically guiding the implementation, evaluation, and monitoring of assigned aspects of the TB detection, prevention, and treatment portfolio. The Specialist has activity manager responsibility for USAID-funded TB projects. The Specialist works closely with and liaises with other Health Office Specialists, and Implementing Partners (IPs) conducting tuberculosis activities. The Specialist advises the supervisor, Office Chief, Mission Director, Deputy Mission Director, and others on local matters of importance to the TB Accelerator program. The Specialist provides critical inputs to the achievement of overall results and Mission/USG goals and objectives. This requires that the Specialist to remain current on the economic, political, and social trends of the host government, the host country, and the region, and analyzes trends in relation to their impact on the overall TB Accelerator program. The

Specialist also collaborates with technical experts within other donor organizations to assure synergy and complementarity.

B. Provides Technical Assistance in Prevention and Treatment of Tuberculosis (25% of time)

The Specialist coordinates with other USG agencies to ensure the delivery of systematic and consistent technical assistance to the host government and to NGO partners and IPs in all areas of the TB program, and other health-related issues involving TB detection, prevention, and treatment. The Specialist works the host government to ensure that TB control activities are set up to reach country's UNHLM and National Strategic Plan targets. In addition, the Specialist provides strategic input on all TB Accelerator programs or other tuberculosis-related components; identifies short-, mid-, and long-range achievable and sustainable strategies for improving tuberculosis detection, prevention, and treatment; and, represents USAID, the USG, and the broader USAID health program at TB technical meetings, seminars, and conferences. The Specialist keeps informed of and collaborates with technical experts in other donor agencies on tuberculosis-related activities; works with the host government to develop technical strategies and approaches that result in improved TB detection, prevention, and treatment; works with other colleagues to harmonize Health Office, USAID, and USG TB Accelerator activities to ensure consistency with host government policy. The Specialist also ensures that programs/projects/activities are consistent with internationally accepted best practices, and that they are relevant in the host-country context.

C. Data Collection and Analysis (20% of time)

To ensure the ongoing quality of implemented activities, the Specialist monitors and reports on developments in the TB Accelerator and other health sectors, especially as they relate to successful implementation of tuberculosis-related activities; and, monitors, analyzes, and reports on relevant aspects of host government policy, regulation, and programming, and on tuberculosis-related and other health and development issues, based on an in-depth understanding of USAID and USG policy and program objectives and priorities. The Specialist prepares technical analyses, evaluates sectoral issues, and provides input to Mission activities with respect to the TB Accelerator and related sectors; summarizes information and conclusions in written and oral form for presentation to senior USG and other decision makers, and for incorporating into other activity documents as appropriate; organizes field trips, conferences, and seminars to ensure maximum exposure to emerging trends and various points of view, and for monitoring assigned tuberculosis-related activities, providing translation as needed; and, prepares written reports that reflect a sound understanding of assigned areas of responsibility, and that clearly document that a wide variety of sources and points of view have been consulted in undertaking analyses to draw final conclusions. The Specialist prepares oral and written briefings for the supervisor, the Office Chief, the Mission Director and/or Deputy Mission Director, Embassy staff, and others, on request.

D. Performance Monitoring (20% of time)

The Specialist ensures that performance monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are established; and, collects and monitors performance data on an ongoing basis, and prepares reports of program/project/activity progress for use within the Office, the Mission, the USG at post, USAID/Washington and other partners/stakeholders. The Specialist assesses progress in achieving results for tuberculosis-related activities, and evaluates and assesses activities as needed; and, continually strives to enhance the achievement of results by periodically reviewing the development context, results indicators, and activity implementation progress, identifying problem areas and suggesting solutions.

Supervision Received: The USAID Project Management Specialist (TB) works under the very general supervision of the Health Office Director. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country, Tajikistan, and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical

direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

Supervision Exercised: Continuing supervision of other Health Office and/or Mission staff is not contemplated.

10. AREA OF CONSIDERATION: All HOST COUNTRY NATIONALS

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: USAID/Central Asia Human Resources Office, e-mail:
CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: The work requires a Master's in Public Health (MPH), with a concentration in epidemiology or infectious diseases; or a Master's in Nursing degree; or, a degree as a Public Health Physician in a field related to clinical and/or field work in education, prevention, and treatment related to tuberculosis.

b. Prior Work Experience: A minimum of five years of progressively responsible experience in the field of public health, with a focus on clinical and/or field work in education, prevention, and treatment related to tuberculosis and/or infectious diseases is required. This experience must demonstrate that the Specialist has strong medical/clinical skills in the field. The Specialist must have demonstrated technical leadership in TB Accelerator related education, prevention and treatment, program management, strategic planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment.

c. Language Proficiency: Level 4 (advanced professional proficiency) English and Tajik/Russian, both oral and written, is required.

d. Job Knowledge: The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to tuberculosis-related education, prevention, and treatment activities in the host country and/or region, and the problems and policies in the host country from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to tuberculosis prevention and treatment assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the host government, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.

e. Skills and Abilities: The Specialist must have a good knowledge and demonstrated experience in the programming of tuberculosis-related education, prevention, and treatment programs/projects/activities; and, the role of tuberculosis prevention and treatment with other health areas such as health systems strengthening, PEPFAR, maternal and child health, and family planning. The Specialist should be able to facilitate and link culturally appropriate assessments, counseling, treatment deficits, and related issues and facilitation of linkages to food security programs, including water, sanitation, and hygiene promotion; and, be able to use

this data for decision making. The Specialist must be able to provide technical leadership in TB Accelerator-related planning; and, apply this knowledge to advanced programming in the host country, Tajikistan, and the Central Asia region.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:

1. Education;
2. Prior Work Experience;
3. Language Proficiency;
4. Job Knowledge;
5. Skills and Abilities;

IV. PRESENTING AN OFFER

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed below with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Thursday, May 6, 2021** via e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/CA reserves the right to obtain from previous employers' relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit necessary forms.

VI. BENEFITS/ALLOWANCES

According to Local Compensation Plan.

VII. TAXES

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .